**Knob Creek Chapel & Reception Hall**

**Property Usage Rental Agreement**

**Bride's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Groom's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_In or Outside\_\_\_\_\_\_\_\_\_\_**

**Description of Property Being Rented:**

**Gazebo or Chapel and Reception Hall including tables, chairs, sound systems, Bride/Groom dressing rooms, Stage area, Wet Bar area, Kitchen, Rest rooms, and lighted Parking Area. Total Capacity - 175 Maximum**

**Duration of rental agreement: Preparation day before event, day of event, and day of removal of decorations, etc.**

**Rules & Regulations**

**Tobacco use is restricted to designated areas. Food & drinks are prohibited in the chapel. Candles are permitted, but must have a drip feature. Alcohol may be served.**

**KCC&RH will set up tables & chair in a pattern provided by rentor at least ONE week prior to the event. KCC&RH will take down tables & chairs. Rentor must remove trash from the building WHEN THE EVENT IS OVER - nothing can be left on tables, bar, kitchen, etc. Trash containers must be taken out of the building BEFORE trash bags are removed from container to prevent liquid spills on the floor. Trash bags must be placed in designated area outside of the building. Rentor will put up decorations in such a manner as to leave NO disfiguration to the building. Scotch or masking tape, thumb tack are OK. Nails, Screws, Staples Glue, Glitter is NOT. FLOWER PETALS FOR OUTSIDE WEDDING MUST BE ORGANIC - NO SILK PETALS ALLOWED. All Decorations, Tape, Tacks, etc. must be removed from the Property or placed in trash containers before leaving the event. KCC&RH will Clean up other than trash.**

**Security will be provided by KCC&RH, but Rentor is responsible for controlling the behavior of their guests. For their safety, children should not be left unattended or unsupervised. All activity and persons (include children) are confined to the area that was rented. Private home and pond area are OFF LIMITS. NO PETS can be brought onto the site.**

**FEES:**

**A $500 Non-refundable deposit will hold the date you have selected. The remaining balance is due 5 months prior to the event. Since most events of this nature are booked six months or more in advance, there will be NO REFUNDS unless KCC&RH is able to rebook an event for that date. In the event of rebooking, KCC&RH will refund 75% of the remaining balance portion. Fees may be paid in cash or check made payable to Roy Long.**

**TOTAL RENTAL $2,250 NON REFUNDABLE DEPOSIT $500 BALANCE $1,750**

**Balance Due No Later Than\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and understand the Property Usage Rental Agreement and do agree to comply with the rules and regulations stated above. Failure to adhere to any and/or all of these rules and regulations will be grounds for removal from the property and forfeiture of the right to use the facility in the future, at the discretion of KCC&RH. I further agree that Knob Creek Chapel & Reception Hall shall not be liable for any accidents occurring on the property.**

**Signature of Rentor Date Knob Creek Chapel & Rec. Hall**

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